MIT community notification requests

Send campus notification requests to: dof-comm@mit.edu
(this goes to the Facilities Communications Team: Monica Lee, Kristin Lund, and Laurie Verner)

Provide the following information:

• Project name: (i.e., Building 1-335 lab renovation project for the Department of X)
• Schedule (start and end dates for the activity in this notification)
• Construction hours each day, and days of week worked
• Scope of work (Describe the nature of the work being done.)
• Impact on community (i.e., noise, road or pathway closure, odor; due to what?)
• For pathway / door closures: note suggested alternate routes
• Contact for any questions (name, email, tel; will be included in email)
• Attach any graphics that may help clarify the notification

When to request a notification from the comms team:

• Notification requests should be sent to the Communications team two weeks prior to work beginning.
  o The earlier the better – give us time to clarify any questions, prep any graphics, post to the Construction Updates web page, and prepare the email before giving the community at least one week notice.
  o For larger or more disruptive projects, send requests at least one month prior to construction start.
• A request should be sent to the Comms team for notifications that require a broader MIT communication – when the work being done will impact multiple buildings or the entire campus.
• PMs and coordinators continue to be the primary sender for notifications and schedule forecasts to their client/project teams/abutters. Notifications sent by the Comms team do not replace notifications sent by the project team to directly affected offices.
• Feel free to cc the Comms team on information sent to your client teams. We will review and will post helpful info to the Construction Updates website.

Where notifications are posted

If a project affects more than one building or a public area:
• the comms team will send an email to the MIT community
• and post on the Facilities website Construction Updates web page: mit.edu/facilities/construction/updates.shtml

If a project affects a single building:
• once the PM has notified the occupants of the building, the comms team will post the information on the DoF website, but will not send out an email notification.